

Constructability/Utility Conference Recommendations

This conference will be held between Final Field Check and Stage 3 Constructability Review as soon as practical.

The Utility Coordinator has completed the Utility Relocation Plan Checklist.

The Project Manager and the Construction Manager will confer with the Designer/Utility Coordinator to determine the statuses of the utilities in the project. The "preliminary final plans" will have been sent to the utilities to prepare a work plan. As work plans and agreement are approved, utility permits and NTP are issued.

This Constructability/Utility Conference is the stage where the Project Manager and the Construction Manager must decide if INDOT can move forward with the project on the current schedule. If the utility relocation cannot be completed before construction, can the project be let with exceptions? What effect would this have on the schedule and costs?

The Project Manager must determine the R/W and Permit status.

- **Is all R/W cleared?**
- **When will R/W be cleared?**
- **Are all Permits in place?**
- **When will permits be complete?**

The Construction Manager after conferring about utilities, right of way, and permit status, should consider other items for "Time Sets".

The Designer needs to have the utilities' final plan in order to complete the special provisions regarding the utility relocation work and their expected completion date.

The team has completed the Conference Check List.

The Construction Manager completes the "Time Sets".



Constructability/Utility Conference

Primary DES No. _____ Contract No. _____

Route _____ District _____

Work Type _____ RFC Date _____

Project Location _____

Project Description _____

County/City/Town _____ Designer _____

Project Manager _____

Construction Manager _____ Designer _____

Date _____

Utility Items To Be Determined	Y	N	Note
1. How many utilities are involved with the project?			
2. Are all known utilities shown on the plans?			
3. Have all utilities submitted relocation plans?			
4. Does project phasing address utility relocation?			
5. Do utilities conflict with drainage?			
6. Are the relocations dependant on another utility?			
7. Can the utilities be relocated concurrently?			
8. Any methods of construction conflict with underground/overhead utilities?			
9. Is there a drawing of all proposed utility locations using road and/or bridge plans?			
10. With R/W acquired, is a clearing contract considered?			
11. Are reimbursable agreements with utilities complete?			
12. Have permits and NTP been issued?			
13. Have any utilities been relocated?			
14. What utilities will remain in place that the contractor must work around?			
Other Items To Be Determined	Y	N	Note
1. Is all R/W cleared?			
2. When will R/W be cleared?			
3. All Permits in place?			
4. When will permits be complete?			

Contract Time Checklist Items	Y	N	Note
1. Additional time for obtaining specialty items or materials with long-lead requirements (i.e. Traffic Signal Equipment)?			
2. Embankment settlement periods or embankment surcharges?			
3. Coordination with utilities? Were utility relocation time frames taken into consideration in time set?			
4. Time for fabrication of structural steel and other specialty items?			
5. Construction Limitations and Requirements?			
6. Type of earthwork (sliver cuts, benching)?			
7. Work area restrictions?			
8. Material availability?			
9. Critical interface activities (utilities, RR, etc.)? Is RR Agreement complete.			
10. Restrictions for nighttime and weekend operations?			
11. Conflicting operations of adjacent projects, both public and private?			
12. Environmental Commitments?			
13. Seasonal limitations for certain activities			
14. Project Calendar Requirements			
15. Work week (5-day, 7-day weeks)			
16. Holidays			
17. Other non-working times			
18. R/W?			
19. Permits?			

ADDITIONAL NOTES:



Utility Relocation Plan Check List

Utility Coordinator _____	Phone _____
Company _____	Mobile _____
Design Representative _____	Consultant _____
Mobile Phone _____	Email _____

Project Manager _____ Phone _____ Mobile Phone _____

Des. No. _____ District _____

Work Type _____ RFC Date _____

Project Location: Road _____ County _____

Project Description _____

Utility Relocation Questions	Y	N	Note
1. Are the relocation drawings on INDOT highway plans?			
2. Are you using the most current set of INDOT highway plans as reference for review including bridge plans, traffic signal plans and lighting plans?			
3. Are you using the most current set of utility relocation plans?			
4. Do the plans show a legend including all utility symbols and utility relocation items?			
5. Is there a note shown on plans that no open cuts are allowed on highways except during construction if approved?			
6. Is a note shown on the plans that the relocation permit only includes relocation work inside of state right-of-way?			
7. Are all facilities to remain and proposed facilities are not in conflict with highway improvement project?			
8. Affirm all proposed facilities are to be placed in compliance with the "INDOT Utility Accommodation Policy"?			
9. Are all above ground facilities outside of the obstruction free zone and clear zone?			

Utility Relocation Questions	Y	N	Note
10. Are all proposed facilities not in conflict with existing and proposed facilities of any other utility?			
11. Are longitudinal runs of proposed facilities outside of limited access right-of-way unless a waiver is granted?			
12. Are service lines shown on the plans?			
13. All existing facilities are labeled with "existing facility to remain", existing facility to be removed" or "existing facility to be abandoned"?			
14. Are all above ground proposed facilities labeled with "new facility", what is being installed and the station and offset at all critical locations?			
15. Are all under ground facilities labeled with "new facility", which is being installed (material and size), the method of installation (direct buried or encased), the station, offset and elevation at all critical locations?			
16. Above ground facilities placed in a ditch do not impede required drainage?			
17. Are facilities not placed in contradiction with ADA standards?			
18. Affirm the proposed and existing location for over head lines are away from the construction site for pile driving?			
19. Each facility is not in conflict with proposed drainage structures?			
20. Each facility is not in conflict with signal structures?			
21. Each facility is not in conflict with maintenance of traffic construction?			
22. Each facility is not in conflict with soil remediation?			
23. Each facility is not in conflict with wetlands mitigation?			

Utility Relocation Questions	Y	N	Note
24. Each facility is not in conflict with known or suspected hazardous waste sites?			
25. Is a note shown for all abandoned pipes to remain (8 inch or great in diameter) under existing or proposed pavement area shall be filled with flowable fill.			
26. Is a note shown for all existing or abandoned pipes identified with asbestos?			
27. Guy wires do not cross walkways unless adequate clearance is provided.			
28. The top of the utility is not higher than 18 inches beneath the bottom of the INDOT pavement structure (12 inches for subgrade treatment)?			
29. The top of the underground utility is not higher then (48" for gas, electric) and (36" for water, sanitary, communications) underneath the INDOT drainage ditches?			
30. The underground utility will not be in the way of benching, pipe backfill requirements, channel clearing, rip rap placement and guard rail posts?			
31. Verified that there is sufficient vertical distance between the top of a manhole or vault and the cover to make adjustments to grade?			
32. The proposed utility relocation would not damage any noted "do not disturb" items?			

Recent Plan changes that may affect utilities: